

Engineering Merit Increment Application

(updated 12.22.03)

RETURN COMPLETED FORM TO:

Katrina Whittley
Department of Employee Relations
Room 706, City Hall
Phone: 286-3380

APPLICANT INFORMATION:

NAME:		Employee ID No.:		
JOB TITLE:		Pay Range & Current Pay Step:		
DPW-DIVISION:		Union:		

ACADEMIC RECORDS (Attach Transcripts):

No. of college credits earned:		Degree Sought:	
No. of engineering-related credits earned:			

	Engineering-Related Coursework (list by title)	Credits	School	Semester and Year
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

I certify that the above information is true and complete. I understand that falsification of this application may result in disqualification or removal from a pay step or City position. I forever waive, release and covenant not to sue any person or organization for any result of providing or obtaining confirmation or verification of information, academic records, transcripts and licenses. I understand that such information is sought with confidentiality, and I will not request copies of such confirmation or verification.

Employee Signature:	Date:
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SEND THE COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION TO THE DEPARTMENT OF EMPLOYEE RELATIONS, ROOM 706, CITY HALL, ATTN: Katrina Whittley.